



# TRADE UNION FACILITY TIME DATA

2024-25

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## 1. Introduction

Facility time publication legislation requires public sector employers with more than 49 full-time equivalent employees to publish information every year about their usage and spend on time taken by trade union officials representing their members or other union activities, whether this is releasing time internally or by contributing to pooled arrangement.

Facility time is the provision of paid or unpaid time off from an employee's normal role to undertake trade union duties and activities as a trade union representative. There is a statutory entitlement to reasonable paid time off for undertaking union duties (but not activities).

The trade union (Facility Time Publication Requirements) Regulations 2017 came into force on 1. April 2017. The regulations require relevant public sector employers to publish specified information related to facility time taken by trade union officials. The regulations can be found at: <http://www.legislation.gov.uk/ukxi/2017/328/made>

The deadline for publishing the information is 31 July each year, in respect of the period 1 April to 31 March immediately prior to that date. The information is required to be published annually.

The information must be published in the following places:

- The school or trust's website
- The school or trust's Annual Accounts
- The Government maintained website

We recognise that there are positive benefits for employers, employees and for union members in encouraging the efficient performance of union representatives' work, for example in aiding the resolution of problems and conflicts at work.

We also recognise that the role of trade union official can be both demanding and complex and to perform effectively; union representatives need to have reasonable paid time off from their normal job in appropriate circumstances.

## 2. Number of employees who are Trade Unions

The total number of our employees who were relevant union officials during the relevant period was 18 employees (16.8 full time equivalent employee number).

### 3. Percentage of time spent on facilities time/trade union duties

The table in this section shows the percentage of their working hours that the employees spent on facility time:

| Percentage of time | Number of employees |
|--------------------|---------------------|
| 0%                 | 3                   |
| 1-50%              | 15                  |
| 51-99%             | 0                   |
| 100%               | 0                   |

The **number of hours** spent on paid facility time (release time internally) was 477.87 hours. This was spent entirely on fulfilling trade union duties.

The number of hours spent on paid trade union activities was 0.

### 4. Cost of time off for Trade Union duties and facility time

Academy Transformation Trust currently pays into facility time arrangements in some local authorities to cover the time spent by trade union representatives across several different employers in those local authorities.

The total cost of paying into those facility time arrangements for 2024-25 was £9,206.64. The total cost of release time internally for 2024-25 was £20,478.54.

Therefore, the **total cost of facility time** for 2024-25 was £29,685.18.

This cost represents 0.0433% of the total pay bill for that period which was spent on facility time.

### 5. Declaration

I can confirm that the information collated in the report has been collated from our employee records and is an accurate reflection of the position relating to trade union facility time in our academies.

**Director of People Strategy**  
**Academy Transformation Trust**  
**July 2025**